

Fire Risk Assessment

**Mechanics Institute
Manchester Road
Burnley
BB11 1JA**



Assessment prepared by -

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Terms of Reference

The purpose of this report is to provide an assessment of the risk to life from fire, and where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The submission of this report constitutes neither a warranty of future results nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation and is based in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes **Significant Findings**, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the **Significant Findings**. If any recommendation in the **Significant Findings** is unclear you should request further advice.

The Fire Safety Order requires that you give effect to arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- a) You employ five or more employees in your undertaking (regardless of where they are employed).
- b) A license or registration under other legislation is in force.
- c) An alterations notice is in force requiring a record to be kept.

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements; adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The significant findings and recommendations in this report are based on the guidance given in the following publications –

1. Fire Safety Risk Assessment: Offices and Shops
2. Fire Safety Risk Assessment: Large Places of Assembly
3. Supplementary Guide - Means of escape for disabled people (ISBN 978 1 85112 873 7)
4. BS 9999:2017 Code of Practice-Fire Safety in the Design, Management and use of Buildings

Employer or other Responsible Person Andrew Leah, Property Services Manager

Address of Property Mechanics Institute
Manchester Road
Burnley
BB11 1JA

Persons Consulted Lee Rothwell, Technical Manager
Kevin Hope, Architectural Project Manager

Assessor Chris Caton MIFireE

Date of Previous Fire Risk Assessment 15 August 2016

Date of Fire Risk Assessment 28 November 2017

Suggested Date for Review November 2018

General Premises Summary

The Building

Number of floors	The building consists of 5 floors.	
Approximate floor area	1000	m ² on ground floor
Details of construction	A building of 5 floors with stone walls, concrete and wood floors, pitched and flat roofs.	
Occupancy	Offices and Shops Large Places of Assembly	

The Occupants

Approximate maximum number	775
Approximate maximum number of employees at one time	25
Approximate maximum number of members of public	750
Occupants at special risk	
Sleeping occupants	0
Disabled occupants	various
Occupants in remote areas and lone workers	0
Young persons	various

Site and Premises Overview

1. The building consists of 4 floors, plus a basement on a sloping site.
2. The building is attached to Burnley Town Hall and it is a listed building.
3. Structural alterations have been made over the years; however the majority of the building is as constructed circa 1855.
4. The premise is normally occupied 8.00am – 5.00pm Monday – Friday and 10am - 3.00pm Saturday. The building is also used outside these hours as events in the theatre require.
5. Basement - consists of storage areas, boiler room, scenery workshops and lift and plant rooms.
6. Lower Ground Floor – consists of a dance studio, storage rooms, plant room, laundry, disabled entrance and toilets.
7. Ground Floor - consists of a lounge bar, front room dining area, several offices, box office, kitchen, storage areas and toilets.
8. First Floor - consists of an auditorium, theatre bar, stage, actor's area, storage rooms, kitchen and toilets.
9. Second Floor - consists of the upper part of the auditorium, loft meeting rooms, changing rooms, lighting/sound control room and toilets.
10. The building is provided with 3 protected staircases, 1 external staircase and 2 lifts.
11. There are 7 final fire exits direct to outside. Three lead to Manchester Road, 2 onto Yorke Street and 2 to the rear of the premises.
12. The main stage is provided with a fire curtain and a water drenching system both of which are operated by a member of staff when required.
13. Automatic fire shutters are provided to the kitchen on the first floor and box office on the ground floor.
14. There is 1 evacuation chair provided on the second floor.
15. There are currently no disabled members of staff; therefore no PEEPs are required at the present time.
16. An evacuation of disabled members of the public from the first floor of the building is by the goods lift at the rear. This lift is provided with dual power supplies and can accommodate 4 wheelchairs. A refuge area is provided adjacent to the lift on the first floor.

- 17. An evacuation of disabled members of the public from the second floor of the building is by an evacuation chair situated adjacent to the external fire escape. There are also members of staff trained to use evacuation chairs, if required.
- 18. The building is served by a comprehensive fire alarm system, a monitored fire alarm, intruder alarm and CCTV.
- 19. On activation of the fire alarm, simultaneous evacuation of the premises takes place. All staff assemble at the designated Assembly Point and fire marshals ensure the building is clear.
- 20. A comprehensive documented evacuation plan is in place in which all staff have designated duties to carry out in the event of an incident. Staff training is carried out on induction with refresher fire safety training every 2 years.
- 21. Smoking is not allowed in the building.
- 22. Waste bins are sited at the rear of the building.

Fire Loss Experience

None reported.

Relevant Fire Safety Legislation

<p>The following fire safety legislation applies to these premises:</p> <ul style="list-style-type: none"> 1. The Regulatory Reform (Fire Safety) Order 2005. 2. Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000). The Fire Safety (Employees Capabilities) (England) 2010 	<p>Enforced by The Fire Authority</p>
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Fire Hazards and Their Elimination or Control

Electrical Sources of Ignition

	Yes	No
Reasonable measures taken to prevent fires of electrical origin?	X	
More specifically -		
Fixed installation periodically inspected and tested?	X	
Portable appliance testing carried out?	X	
Suitable policy regarding the use of personal electrical appliances?	X	
Suitable limitation of trailing leads and adapters?	X	

Comment and hazards observed

1. Electrical installations were last inspected in December 2012.
2. The PAT testing was last carried out in May 2017.

Smoking

	Yes	No
Reasonable measures taken to prevent fires as a result of smoking?	X	
More specifically -		
Smoking prohibited within the building?	X	
Smoking prohibited in specific areas?	X	
Suitable arrangements for those who wish to smoke?	X	
Absence of any breaches of policy?	X	

Comment and hazards observed

1. Smoking is not allowed on site.

Arson

	Yes	No
Does basic security against arson by outsiders appear reasonable?		X
Is there an absence of unnecessary fire load in close proximity to the building?		X

Comments and hazards observed

1. The building is provided with the following – <ul style="list-style-type: none"> • monitored fire alarm • intruder alarm • CCTV. <p>See Significant Finding 1.</p>

Portable Heaters and Heating Installations

	Yes	No
Is the use of portable heaters avoided as far as possible?	X	
If portable heaters are used -		
Is the use of the more hazardous types (i.e. radiant bar fires or LPG appliances) avoided?	X	
Are suitable measures taken to minimise the hazard of ignition of combustible materials?	X	
Are fixed heating installations subject to regular maintenance?	X	

Comments and hazards observed

1. The boiler is serviced annually with records held centrally.

Cooking

	Yes	No
Reasonable measures taken to prevent fires as a result of cooking?	X	
More specifically -		
Filters changed and ductwork cleaned regularly?	X	
Suitable extinguishing appliances available?	X	

Comments and hazards observed

1. Filters are cleaned regularly by staff. 2. Ducting is to be cleaned annually by a specialised contractor with records held centrally.

Lightning

	Yes	No
Does the building have a lightning protection system?	X	

Comments and hazards observed

1. The lightning protection system is serviced annually by an appropriate contractor and records are held centrally.
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Other Significant Ignition Sources, Including Process Hazards, That Warrant Consideration

Ignition sources: Pyrotechnics are stored in the Mechanics Tech Department on the second floor.

Comments and hazards observed

Pyrotechnics are stored in an approved cabinet.

Housekeeping

	Yes	No
Is the standard of housekeeping adequate?	X	
More specifically -		
Combustible materials appear to be separated from ignition sources?	X	
Avoidance of unnecessary accumulation of combustible materials or waste?	X	
Avoidance of inappropriate storage of combustible materials?	X	
Appropriate storage of hazardous materials?	X	

Comments and hazards observed

No further comment.

Hazards Introduced by Outside Building Contractors and Building Works

	Yes	No
Is there satisfactory control over works carried out in the building by outside contractors including 'hot work' permits?	X	
Are fire safety conditions imposed on outside contractors?	X	
If there are in-house maintenance personnel, are suitable precautions taken during 'hot work', including use of hot work permits?	X	

Comments and hazards observed

1. An induction system is in place.
2. Only approved contractors are used.
3. Contractors are required to provide method statements and permits to work when required.

Dangerous Substances

	Yes	No
If dangerous substances are or could be used, has a risk assessment been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	

Comments and hazards observed

No further comment.

Fire Precaution Measures

Means of Escape

	Yes	No
Is it considered that the building is provided with reasonable means of escape in case of fire?		X
More specifically -		
Adequate provision of exits?	X	
Exits easily and immediately openable where necessary?	X	
Final exits open in the direction of escape where necessary?	X	
Avoidance of sliding or revolving doors as fire exits where necessary?	X	
Satisfactory means for securing exits?	X	
Reasonable travel distances -		
Where there is a single direction of travel?	X	
Where there are alternative escape routes?	X	
Suitable protection of escape routes?		X
Suitable fire precautions for all inner rooms?	X	
Escape routes unobstructed?	X	
Is it considered that the building is provided with reasonable means of escape in case of fire (vertical evacuation)?	X	
Number of stairs sufficient for occupancy?	X	
Width of stairs satisfactory?	X	
Stair protection satisfactory?		X
Is it considered that the building is provided with reasonable arrangements for means of escape for disabled occupants?	X	

Comments and deficiencies observed

See Significant Findings 2, 3, 4, 5, 6, 7, 8 and 9.

Measures to Limit Fire Spread and Development

	Yes	No
It is considered that there is -		
Compartmentation of a reasonable standard?*		X
Reasonable limitation of linings that may promote fire spread	X	
As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	X	

* Based on visual inspection of readily accessible areas

Comments and deficiencies observed

See Significant Finding 10.

Escape Lighting

	Yes	No
Is a reasonable standard of escape lighting provided?*	X	
Is there sufficient illumination at changes in level?	X	
Is there sufficient illumination at changes in direction?	X	
Is there sufficient illumination to show fire alarm call points and fire fighting equipment?	X	

*Based on visual inspection of readily accessible areas

Comments and deficiencies observed

<ol style="list-style-type: none"> 1. The emergency lighting system appears to comply with BS5266. 2. The emergency lighting is serviced annually by an appropriate contractor and records are held centrally.
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Fire Safety Signs & Notices

	Yes	No
Reasonable standard of fire safety signs and notices?	X	
Are there sufficient fire exit signs on the escape routes?	X	
Is there sufficient fire safety signage (method of opening doors etc)?	X	
Are general fire action notices displayed stating what to do in the event of a fire situation?	X	
Is fire fighting equipment indicated?	X	

Comments and deficiencies observed

No further comment.

Means of Giving Warning in Case of Fire

	Yes	No
Reasonable manually operated electrical fire alarm system provided?*	X	
Automatic fire detection provided?	X	
Throughout the building?	X	
Part of Building?	X	
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?		X
Remote transmission of alarm signals?	X	

* No audibility tests or verification of full compliance with relevant British Standard carried out.

Comments and deficiencies observed

<p>See Significant Findings 11 and 12.</p> <ol style="list-style-type: none"> 1. The fire alarm system appears to comply with BS5839 Pt1 Category L2. 2. The fire alarm is tested weekly by Burnley Borough Council staff and serviced annually by an appropriate contractor with records held centrally.
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Fire Fighting Equipment

	Yes	No
Is there sufficient fire fighting equipment provided?	X	
Is the fire fighting equipment appropriate for the risks?	X	
Is the fire fighting equipment located on the escape routes and near to exit doors?	X	
Are they securely hung on wall brackets or suitable floor plates?	X	
Are hose reels provided?	X	

Comments and deficiencies observed

1. The annual inspection of fire extinguishers is carried out by Pennine Fire with the last service in August 2017.

Management of Fire Safety

Procedures and Arrangements

Fire safety is managed by: Mark Dempsey, Hospitality Manager Lee Rothwell, Technical Manager

	Yes	No
Competent person(s) available to assist in implementation of fire safety legislation: Comments: No further comment.	X	
Is there a suitable record of fire safety arrangements? Comments: No further comment.	X	

	N/A	Yes	No
Appropriate fire procedures in place? More specifically -		X	
Are procedures in the event of fire appropriate and properly documented?		X	
Are there suitable arrangements for summoning the fire and rescue service?		X	
Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?		X	
Are there suitable arrangements for ensuring that the premises have been evacuated?		X	
Is there a suitable fire assembly point(s)?		X	
Are there adequate procedures for evacuation of any disabled people who are likely to be present?		X	
Persons nominated and trained to use fire extinguishing appliances?	N/A		
Persons nominated and trained to assist with evacuation, including evacuation of disabled people?		X	
Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)?		X	
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?		X	
Comments: No further comment.			

Training and Drills

	N/A	Yes	No
Are all staff given instruction on induction?		X	
Are all staff given periodic refresher training at suitable intervals?		X	
Does all staff training provide information, instruction or training on the following -			
Fire risks in the premises?		X	
The fire safety measures in the building?		X	
Action in the event of fire?		X	
Action on hearing the fire alarm signal?		X	
Method of operation of manual call points?		X	
Location and use of fire extinguishers?		X	
Means for summoning the fire and rescue service?		X	
Identity of persons nominated to assist with evacuation?		X	
Identity of persons nominated to use fire extinguishing appliances?		N/A	
Are all staff with special responsibilities (i.e. fire wardens) given additional training?			X
Are fire drills carried out at appropriate intervals?			X
When the employees of another employer work in the premises:			
Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?		X	
Is it ensured that the employees are provided with adequate instructions and information?		X	
Comments:			
<p>See Significant Findings 13 and 14.</p> <p>1. Fire safety training is carried out by all staff on induction with refresher training every 2 years.</p>			

Records

	N/A	Yes	No
Are appropriate records kept of -			
Fire Drills?		X	
Fire Training?		X	
Fire Alarm Tests?		X	
Escape Lighting Tests?		X	
Maintenance and testing of other fire protection systems?		X	
Comments:			
<p>1. All records of the servicing of the fire alarm by specialist contractors are held centrally.</p> <p>2. Records of fire safety training are held centrally.</p>			

Testing and Maintenance

	Yes	No
Is the workplace adequately maintained?	X	
Comments and deficiencies observed: No further comment.		
Is the fire alarm and detection system tested weekly and maintained periodically?	X	
Comments and deficiencies observed: No further comment.		
Is the emergency lighting system tested monthly and annually?	X	
Comments and deficiencies observed: No further comment.		
Are the fire extinguishers maintained annually by a competent person?	X	
Comments and deficiencies observed: No further comment.		
Are rising mains inspected at six monthly and annual intervals?	N/A	
Comments and deficiencies observed:		
Periodic inspection of external escape staircases and gangways?	N/A	
Comments and deficiencies observed:		
Are sprinklers tested weekly, quarterly and six monthly?	N/A	
Comments and deficiencies observed:		
Are escape routes and exit doors checked routinely?	X	
Comments and deficiencies observed: No further comment.		
Annual testing of lightning protection system?	X	
Comments and deficiencies observed: No further comment.		
Annual testing of on-site hydrants for fire service use.	N/A	
Comments and deficiencies observed:		

Risk Assessment: Risk Level Estimator

Potential consequences of fire 	SLIGHT HARM	MODERATE HARM	EXTREME HARM
LOW	Trivial Risk	Tolerable Risk	Moderate Risk
NORMAL	Tolerable Risk	Moderate Risk	Substantial Risk
HIGH	Moderate Risk	Substantial Risk	Intolerable Risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

Low		Normal	X	High	
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In this context, a definition of the above terms is as follows:	
Low:	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium:	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High:	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slightly Harmful 	Harmful X	Extremely Harmful
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Definition of Terms:

Slightly Harmful: Outbreak of fire very unlikely to result in serious injury or death of any occupant, other than an occupant sleeping in the room of origin.

Harmful: Outbreak of fire could foreseeably result in injury, including serious injury of one or more occupants, but it is unlikely to involve multiple fatalities.

Extremely Harmful: Potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks -

Risk level	Action and Timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required, however, there may be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	The building, or relevant area, should not be occupied until the risk is reduced.

NOTE that although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.

Summary Overall Risk

Priority Rating		Number of findings
A* Top Priority	Items should be resolved or work initiated within 24 hours	0
A High Priority	Items should be resolved or work initiated within 7 days	2
B Medium Priority	Items should be resolved or work initiated within 3 months	11
C Low Priority	Items should be resolved or work initiated within a fixed timescale	1

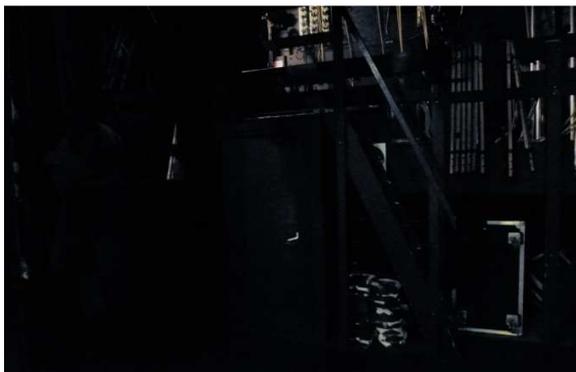
Significant Findings and Action Plan

The significant findings below are set out with priority ratings as defined in the Summary.



View of waste bins stored next to the building at the rear of the Mechanics Institute.

1. Waste bins are stored immediately next to the building in an unsecure area. A fire in the bins could easily spread to the building.			
Category	Action by	Date Actioned	Date Reviewed
C			
Recommendations	1. The waste bins should be stored 5 metres clear of the building in a secure bin compound.		



Views of the fire doors either side of the stage and double doors in the auditorium, which do not have smoke seals fitted.

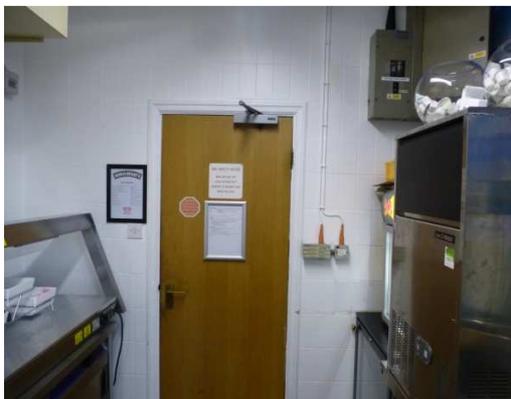
2. The fire doors do not have smoke seals fitted to the top and side edges.			
Category B	Action by	Date Actioned	Date Reviewed
Recommendations	1. Fit smoke seals to the top and side edges of the fire doors 2. This is to ensure an effective fire door.		





Views of the fire doors to the loft, control room and the stage door stairs on the second floor, which do not have smoke seals fitted.

3. The fire doors do not have smoke seals fitted to the top and side edges.			
Category B	Action by	Date Actioned	Date Reviewed
Recommendations	<ol style="list-style-type: none"> 1. Fit smoke seals to the top and side edges of these doors. 2. This is to ensure an effective fire door. 		



Views of the fire doors to the kitchen on the first floor, which do not have smoke seals fitted.

4. The fire doors do not have smoke seals fitted to the top and side edges.			
Category B	Action by	Date Actioned	Date Reviewed
Recommendations	<ol style="list-style-type: none"> 1. Fit smoke seals to the top and side edges of the doors. 2. This is to ensure an effective fire door. 		



Views of the fire doors on the ground floor without smoke seals fitted to the top and side edges.

5. The fire doors do not have smoke seals fitted to the top and side edges of the doors.			
Category B	Action by	Date Actioned	Date Reviewed
Recommendations	1. Fit smoke seals to the top and side edges of the doors. 2. This is to ensure an effective fire door.		



Views of the double fire doors on the corridor adjacent to the dance studio on the lower ground floor, without smoke seals fitted to the top and side edges.

6. The fire doors are not fitted with smoke seals.			
Category B	Action by	Date Actioned	Date Reviewed

Recommendations	<ol style="list-style-type: none"> 1. Fit smoke seals to the top and side edges of the fire doors. 2. This is to ensure an effective fire door.
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View of the fire door to the front room on the ground floor which is wedged open.

7. The double fire doors to the front room on the ground floor were wedged open.			
Category B	Action by	Date Actioned	Date Reviewed
Recommendations	<ol style="list-style-type: none"> 1. If it is required that these doors are held open then an appropriate hold open device should be provided. 2. The device should be linked into the fire alarm system to ensure they are fully closed in the event of a fire. 		



Views of the external steps to the side and front fire exits. These steps are a potential trip hazard.

8. The external steps to the side and front fire exits are a potential trip hazard.			
Category B	Action by	Date Actioned	Date Reviewed

Recommendations	1. Ensure each step is highlighted on the nose of the step with high visibility paint.
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9. The means of escape provided from the roof space above the auditorium is through the control room in 1 direction only.

Category B	Action by	Date Actioned	Date Reviewed
Recommendations	<p>The following are 2 possible solutions to the means of escape –</p> <ol style="list-style-type: none"> 1. Create a doorway with FD30s type fire door at the end of the metal gantry and provide a raking ladder to the stage. 2. Create an opening via a hatch and loft ladder in the region of the dressing rooms or the corridor. <p>As an interim measure a member of staff should be stationed in the control room if someone is working in the roof space in order that they can provide a warning in case of fire. This issue was highlighted in the previous Fire Risk Assessment.</p>		



View of the hole in the ceiling of the boiler room on the lower ground floor.

10. The ceiling of the boiler room has a large hole that compromises the fire compartmentation.			
Category A	Action by	Date Actioned	Date reviewed
Recommendations	1. The hole in the ceiling should be fire stopped to give 1 hour's fire resistance.		

11. The fire alarm provided in the old bar area in the cellar does not have fire detection provided in this area.			
Category B	Action by	Date Actioned	Date reviewed
Recommendations	<ol style="list-style-type: none"> 1. Extend the existing fire alarm system to give automatic fire detection in the old bar area of the cellar. 2. All work to comply with BS5839 Pt1 category L2. 		

12. The bistro/front room area on the ground floor provides entertainment on a stage at various functions. The electrical equipment in this area is not linked to the fire alarm system.			
Category B	Action by	Date Actioned	Date reviewed
Recommendations	<ol style="list-style-type: none"> 1. The electrical equipment in the stage area should be linked into the fire alarm system. 2. On activation of the fire alarm the electrical equipment should be cut off automatically, this is to ensure the public and staff react to the activation at the earliest opportunity. 3. All work to comply with BS5839 Pt1 category L2. 		

13. Staff fire safety training.			
Category B	Action by	Date Actioned	Date reviewed
Recommendations	1. Staff fire safety training should include refresher training in the use of the evacuation chair, for appropriate staff.		

14. Fire evacuation drills have not been carried out in the last 12 months.			
Category A	Action by	Date Actioned	Date reviewed
Recommendations	1. A fire evacuation drill should be carried out annually and recorded.		

	<p>2. Evacuation drills in this type of premises are not always an option; therefore training of staff should include a practical exercise to ensure all staff are aware of their responsibilities.</p>
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Appendix 1: Fire Safety Routines

Routine Frequency	Record
Weekly	
<ul style="list-style-type: none"> • Fire alarm test (actuation from different trigger devices) & any associated passive systems • (Including doors held open/shut by electromagnets) (BS 5839) • Open exit doors not in daily use. • Sprinkler test (BS 5306) • Smoke vents/ control systems (operation) • Fire fighting lifts (Operation) (BS5588) or evacuation lifts 	Log book Log book Log book Log book Log book
Monthly	
<ul style="list-style-type: none"> • Emergency Escape lighting test including any auto start generator (simulated mains failure) (BS 5266) • Fire fighting equipment (visual check) • Fire fighting lifts (BS5588) • Fire alarm (if an automatic generator is used as secondary power source) (BS 5839) • Inspection of pressurisation system • Automatic opening doors – open on power cut • Test any standby generators (e.g. Fire alarm, emergency lighting etc) 	Log book Log book Log book Log book Log book Log book Log book
Quarterly (3 monthly)	
<ul style="list-style-type: none"> • Sprinklers (BS 5306/BS EN 12845) 	Log book
Six monthly	
<ul style="list-style-type: none"> • Fire alarm (BS 5839) ALTERNATIVE TO QUARTERLY • Sprinklers (dry valve and alarm receiving centre only) (BS 5306/BS EN 12845) • Dry/wet risers inspection (BS 5306) 	Log book / Test Certificate Log book / Test Certificate Log book
Annual	
<ul style="list-style-type: none"> • Fire fighting equipment (BS 5306) • Emergency escape lighting (Full discharge test)(BS 5266) • Fire alarm (BS 5839) • Sprinklers (BS 5306/BS EN 12845) • Fire fighting lifts (BS5588) or evacuation lifts • Dry/wet risers test (BS 5306) • Smoke vents/control systems (maintenance) • Fire Warden Training • Fire Evacuation Drills 	Label Log book / Test Certificate Log book / Test Certificate Log book / Test Certificate Log book / Test Certificate Log book Log book / Test Certificate Log Book Log book
Three yearly	
<ul style="list-style-type: none"> • External escape stairs/balconies/walkway • Sprinklers (BS 5306/BS EN 12845) 	Engineers report Log book / Test Certificate

Five yearly	
<ul style="list-style-type: none"> • Fire fighting equipment (discharge test-most types (BS 5306) • Fire alarm wiring test (BS 5839) 	Label Log book / Test Certificate.
Ten yearly	
<ul style="list-style-type: none"> • Fire extinguishers (discharge test-carbon dioxide and some dry powder only (BS 5306) 	Label
Fifteen yearly	
<ul style="list-style-type: none"> • Sprinklers (BS 5306 / BS EN 12845) (Some pump suction tanks only) 	Log book / Test certificate

Appendix 2: Staff Fire Training

The actions of staff if there is a fire are likely to be crucial to their safety and that of other people in the premises. All staff should receive basic fire safety induction training and attend refresher sessions annually. You should ensure that all staff and contractors are told about the emergency plan and are shown the escape routes.

The training should take account of the findings of the fire risk assessment and be easily understood by all those attending. It should include the role that those members of staff will be expected to carry out if a fire occurs.

Your training should include the following:

- 1. What to do on discovering a fire.**
- 2. How to raise the alarm and what happens then.**
- 3. What to do upon hearing the fire alarm.**
- 4. The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits.**
- 5. The arrangements for calling the fire and rescue service.**
- 6. The evacuation procedures for everyone in your premises (including young children or mobility impaired persons) to reach an assembly point at a place of total safety.**
- 7. The location and, when appropriate, the use of firefighting equipment.**
- 8. The location of escape routes, especially those not in regular use.**
- 9. How to open all emergency exit doors.**
- 10. The importance of general fire safety, which includes good housekeeping.**

Appendix 3: Portable Electric Appliance Test Guidelines

The Health and Safety Executive recommends that in premises such as offices, regular visual inspections rather than testing may be sufficient to secure compliance with the requirements to maintain electrical equipment. This table can be used as a guide to the appropriate initial* form of testing.

Significant hazards:

Faults in appliances – hence the need to undertake PAT tests;

Misuse of appliances – they should be suitable / sufficient for the intended activity.

Equipment Environment	User checks	Formal visual inspection	Combined inspection & testing
Battery operated: (<20v)	No	No	No
Extra Low Voltage: (<50vAC) e.g. telephone/desk lamps	No	No	No
Information Technology: e.g. VDU and DSE	No	2 - 4 years	No - if double insulated Otherwise 5 years
Copiers / Fax machines: Not hand held or rarely moved	No	2 - 4 years	No - if double insulated Otherwise 5 years
Double insulated equipment: Not hand held but moved regularly e.g. lamps / fans	No	2 - 4 years	No
Double insulated equipment: Hand-held e.g. floor buffers	Yes	6 months - 1 year	No
Earthed equipment (Class 1): e.g. electric kettles, some floor cleaners	Yes	6 months - 1 year	1 - 2 years
Cables (leads) and plugs to the above units Extension leads (mains voltage)	Yes	6 months - 4 years depending upon what equipment / unit is attached	1 - 5 years depending upon what equipment / unit is attached

*To be reviewed following experience of the faults found and of operating the maintenance system over a period of time.